

Cash & Carry

WEB PORTAL USER GUIDE

A step to step guide on how to shop online at Cash and Carry to get all your shopping needs.



www.cashandcarrywa.com.au



CONTENTS

PAGE

Registering for Online Ordering Form

2

Logging on the Website

3

Orders Home

4

Generating an Order

5

Search All Products

6

Browse Products by Commodity

7

Quick Order Form

8

Shopping Lists

9-12

Re-sequencing a Saved Shopping List

13

Aggregate Lists of Products

14

Submitting an Order

15

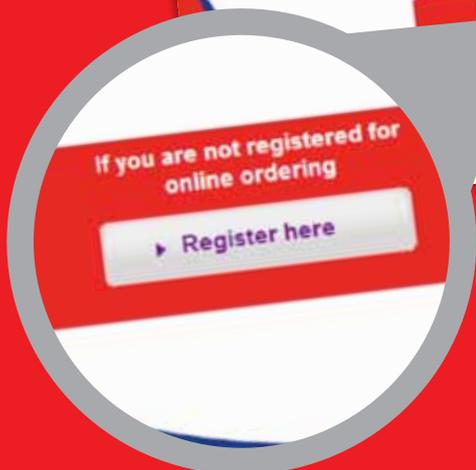
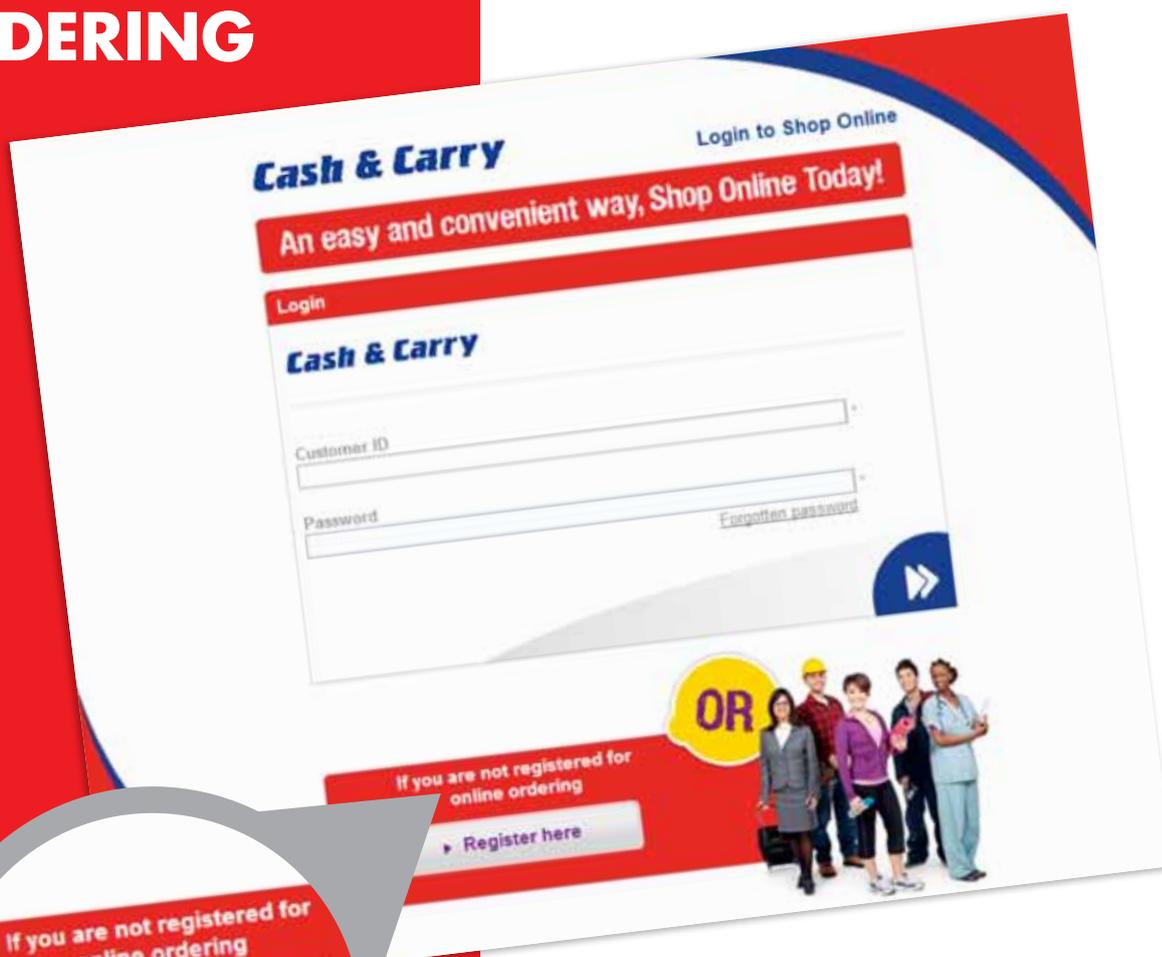
Order History

16

Reporting

16

REGISTERING FOR ONLINE ORDERING



- For Microsoft Explorer users, open site by entering www.cashandcarrywa.com.au in your address bar on your browser. Safari users may need to type in <http://www.cashandcarrywa.com.au> to access the site.

REGISTER FOR ONLINE ORDERING.

- Select which service you will be requiring - CWA (Cash & Carry) Enter your details as prompted
- Click on '**SUBMIT**' to complete the registration.

Cash & Carry

Register to use Online Ordering!

Note: If you currently have a Cash & Carry membership you can register for online ordering. Please see our terms and conditions before registering.

Customer ID

Email Address

Confirm Email Address

Phone

Contact Name

e-Newsletter I would like to receive the Cash & Carry e-Newsletter and be informed of all the latest news, promotions and events.

I would like to register for the Turn A New Leaf Campaign and switch from mail brochures to e-mail brochures.

LOGGING ON THE WEB SITE

Cash & Carry Login to Shop Online

An easy and convenient way, Shop Online Today!

Login

Cash & Carry

Customer ID

Password [Forgotten password](#)

▶▶

OR

If you are not registered for online ordering

▶ Register here

- Click on the Login section, enter your 'CWA' customer id for Cash & Carry members.
- For customer ID enter:
 - 10 digit CWA Customer Number.
- Enter the Temporary Password received via email (you will be prompted to change the password when you first log in).
- Click on the '**arrows**' to log in.



ORDERS HOME PAGE

Cash & Carry Your Business is our Business... Product Code

Welcome back WEB ORDER TEST ACCOUNT

SHOPPING BASKET
Items: 5 CTS-8 Units: 0
Total: \$0.00

Order Status
• Settlement Profile
• Saved Shopping Lists
• Aggregate List of Products
• Order Status

Order Products

Order History
• Order History
• Saved Shopping Lists

MINI ORDER CALCULATOR
Quantity: No. of Items:
Add to Basket Remove from Basket

NAME WEB ORDER TEST ACCOUNT
BRANCH CASH & CARRY - BALCATTA
8 Goodwin Street Balcatta
WA 6027

ORDERS RECEIVED

ORDER NO.	DATE RECEIVED	ORDER TYPE	STATUS
12345	20-11-2010 12:00:00	Standard	Pending
12346	20-10-2010 08:12:07	Webstore	Pending

ORDERS PROCESSED

ORDER NO.	DATE RECEIVED	ORDER TYPE	STATUS
-----------	---------------	------------	--------

ORDERS INVOICED

ORDER NO.	DATE RECEIVED	ORDER TYPE	STATUS
-----------	---------------	------------	--------

ORDER HISTORY
Your order history is empty!

SAVED SHOPPING LISTS

ORDER NO.	DATE DISPATCHED	NAME	STATUS
TEST ORDER 0000000001	20-11-2010	TEST	LOAD
TEST ORDER 0000000002	20-07-2010	TEST	LOAD
TEST	00-00-00-00	TEST	LOAD
TEST	00-00-00-00	TEST	LOAD

AGGREGATE LIST OF PRODUCTS
Product List
View a list of the most common items you ordered over the past 90 days.
You can use this list to start your order!

PRODUCT LIST	ORDER FORMS	NAME	STATUS
MasterCard CreditCard	10-00-00-00	MasterCard	LOAD
MasterCard CreditCard	21-00-00-00	MasterCard	LOAD

[VIEW MORE](#)

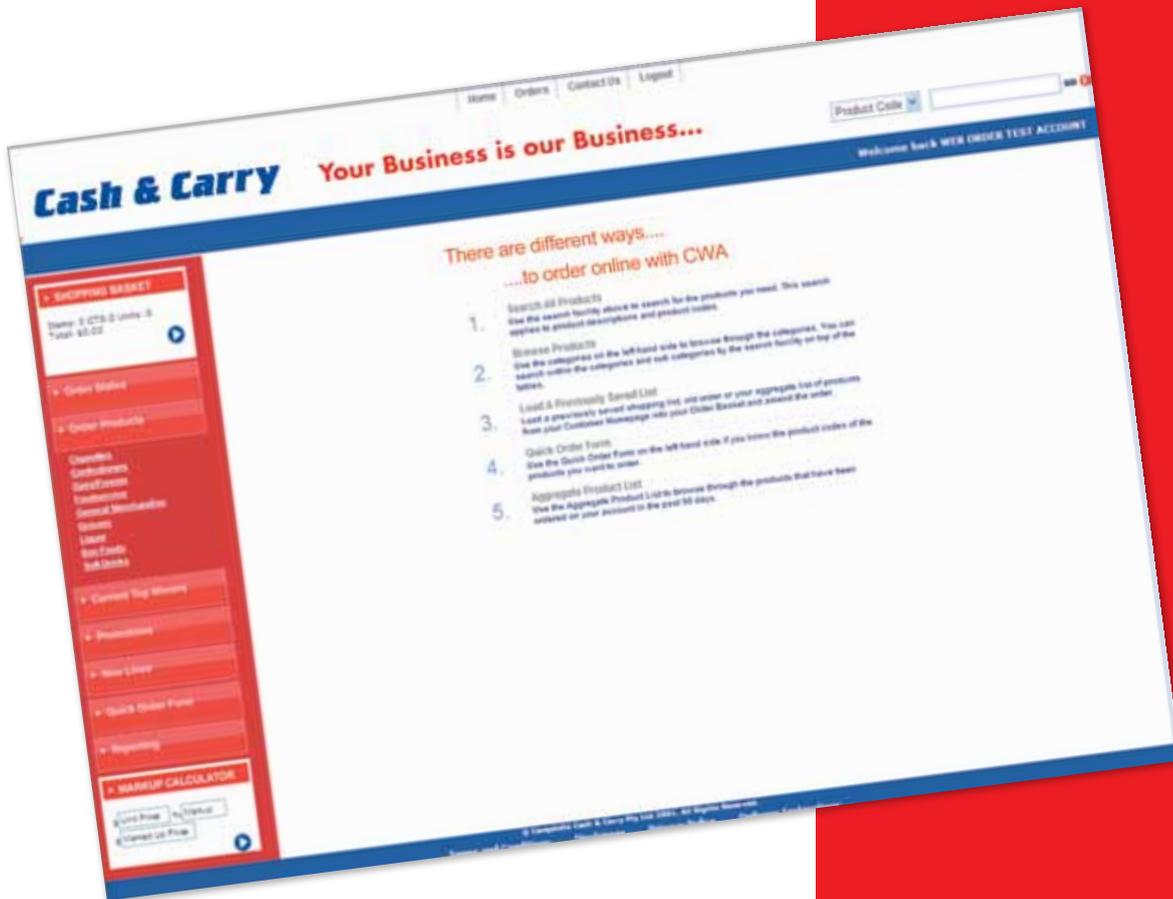
[VIEW LIST](#)

© Copyrights Cash & Carry Pty Ltd 2010. All Rights Reserved.

The view on this page is controlled by the headings on the left hand side of the screen.

- **View** (Shopping Basket)
 - details of your current order (i.e. item, quantity and price).
- **Customer Profile**
 - change any details given upon registration.
- **Saved Shopping List**
 - view and add to shopping basket previously saved shopping lists.
- **Aggregate List of Products**
 - View list of items you have ordered over the past 90 days.
- **Order History**
 - View and add to shopping basket previously submitted orders.

GENERATING AN ORDER



- Click **ORDER PRODUCTS** on the left hand side.
- This will display the methods of generating an order online:
 - Search all products
 - Browse products
 - Load a previously saved list
 - Quick order form
 - Aggregate product list

SEARCH ALL PRODUCTS



- Typing any keyword or product code in the **SEARCH PRODUCTS** field, located on the top right corner will give you the closest match of products available to you (e.g.: type '**B/GOLD**' in the search field then click '**GO**').
- You have the choice to specify your search by typing in the sub commodity description or item code in fields above the commodities listing.
- Select products by entering a quantity under the cartons or units column, then click '**ADD TO BASKET**' to update your shopping basket.

BROWSE PRODUCTS BY COMMODITY

The screenshot shows the Cash & Carry web portal interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Contact Us', and 'Logout'. Below that is the 'Cash & Carry' logo and the tagline 'Your Business is our Business...'. A search bar is visible on the right. The main content area is titled 'Soft Drinks Canned' and displays a table of products. The table has columns for 'CODE', 'DESCRIPTION', 'UNIT', 'PRICE', 'QTY', and 'ADD TO SHOPPING BASKET'. The products listed include Bigold Cola, Diet Coke, and Sprite in various flavors and quantities. A left-hand navigation menu is visible, with 'Order Products' selected. The bottom of the page contains copyright information and links to 'Terms and Conditions', 'Disclaimer', 'Privacy Policy', and 'Delivery Instructions'.

CODE	DESCRIPTION	UNIT	PRICE	QTY	ADD TO SHOPPING BASKET
087222	BIGOLD COLA 15X375ML	1	5.50	1	<input type="checkbox"/>
087662	BIGOLD LEMONADE 15X375ML	1	5.52	1	<input type="checkbox"/>
087572	BIGOLD LIME 15X375ML	1	5.50	1	<input type="checkbox"/>
087522	BIGOLD ORANGE 15X375ML	1	5.52	1	<input type="checkbox"/>
025844	BIGOLD SLAB ORANGE 24X375ML	1	5.00	1	<input type="checkbox"/>
012002	COCA COLA 375ML	1	24	5.00	<input type="checkbox"/>
012022	COCA COLA CAY 12X375ML	2	21.81	5.00	<input type="checkbox"/>
012292	COCA COLA ZERO 375ML	1	24	5.00	<input type="checkbox"/>
005341	DIET COKE 375ML	1	24	5.00	<input type="checkbox"/>
041388	DIET PEPSI 375ML	1	24	5.00	<input type="checkbox"/>
012122	DIET SOLO SIB 375ML	1	24	5.04	<input type="checkbox"/>
488112	DIET SPRITE LEMONHO SLAB375ML	1	24	5.01	<input type="checkbox"/>
012022	FANTA ORANGE 375ML	1	24	5.00	<input type="checkbox"/>
012411	GIORG DRK VAR DT BLU 12X375ML	1	1	5.05	<input type="checkbox"/>
012445	GIORG DRK VAR REG RED 12X375ML	1	1	5.05	<input type="checkbox"/>
000022	GIORG DRK VARIETY DT 12X375ML	1	1	5.09	<input type="checkbox"/>
000012	GIORG DRK VARIETY REG 12X375ML	1	1	5.05	<input type="checkbox"/>
012022	KIRKS CLUB LEMON 375ML	24	24	5.00	<input type="checkbox"/>
012022	KIRKS CREAMY SODA 375ML	24	24	5.00	<input type="checkbox"/>
012122	KIRKS GRINGER BLE 375ML	24	24	5.00	<input type="checkbox"/>

- Click on **ORDER PRODUCTS**.
- Product commodities are listed on the left hand side. Click on these links to display the sub commodities.
- Click on a sub commodity to display an alphabetical list of products available.
- Select products by entering a quantity under the cartons or units column, then click 'ADD TO BASKET' to update your shopping basket.

QUICK ORDER FORM

The screenshot shows the 'Quick Order Form' page on the Cash & Carry website. The page header includes the logo 'Cash & Carry Your Business is our Business...' and navigation links for Home, Orders, Contact Us, and Logout. A search bar is located in the top right corner. On the left side, there is a 'SHOPPING BASKET' section showing a total of 0 items for \$0.00, and a 'MARKUP CALCULATOR' section. The main content area is titled 'Quick Order Form' and contains instructions: 'ALL CWA ITEM CODES SHOULD BE 6 DIGIT', 'WHEN ENTERING PRODUCT ITEM CODE ON THE QUICK ORDER FORM, * If your Product Item code you are using is less than 6 Digits please put zero's in front of all the Product Code to add up to 6 Digits', and 'EG: 90309 (PAPER CANS 079ML)'. Below the instructions, there is a table with columns for 'PRODUCT CODE', 'QTY', 'Units', and 'ADD TO BASKET'. The table has 10 rows, with the first row containing the text 'CAREER' in the 'PRODUCT CODE' column. A 'Display: 10 Lines' dropdown is located above the table. The footer of the page reads '© Copyrights Cash & Carry Pty Ltd 2011. All Rights Reserved.'

If you know the product code, the quick order screen allows fast order entry.

- Enter the 6 digit product code and quantity in either cartons or units.
- Click '**ADD TO BASKET**' to update your shopping basket.

Please be aware that not all products are available in units.

SHOPPING LISTS

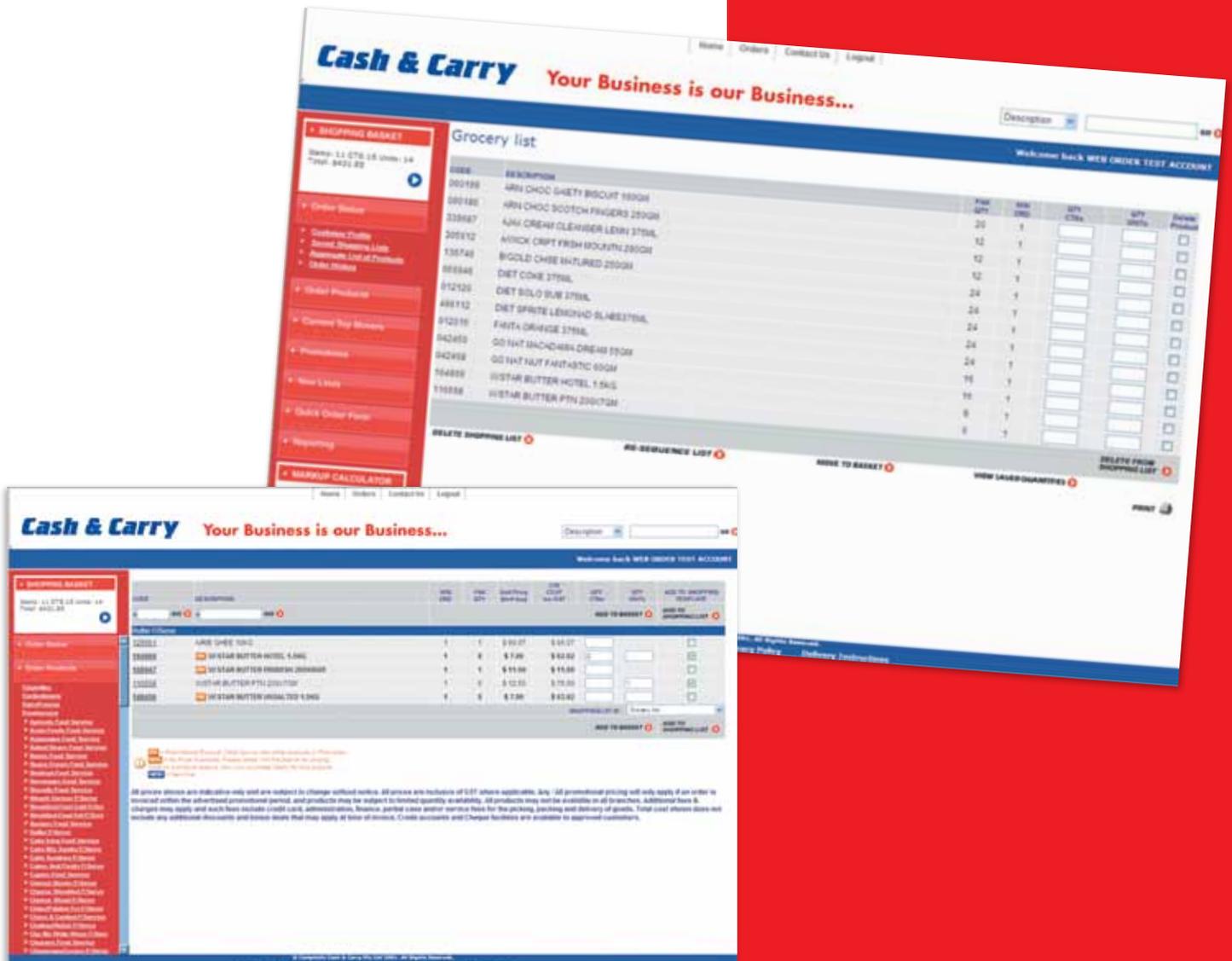


Shopping lists can be saved and reused as a time saving tool for ordering commonly stocked lines.

To create and save a list/template:

- Search and add the desired products to your basket.
- Click on **SHOPPING BASKET** > **'VIEW'** on the left hand side.
- In the **'SAVE SHOPPING LIST AS:'** field, type your shopping list name and then click on **'SAVE'**.

SHOPPING LISTS CONT:



Edit a Saved Shopping List:

- Adding products to an existing Shopping List:
 - Search the product/products required.
 - Select the product(s) by clicking on the box under the **ADD TO SHOPPING TEMPLATE** column.
 - Select the **SHOPPING LIST ID** you wish to add the products to.
 - Click on **ADD TO SHOPPING LIST**.
 - Products will be added to the end of your saved shopping list.

SHOPPING LISTS CONT:

Cash & Carry Your Business is our Business... Web Home Back WEB ORDER TEST ACCOUNT

Shopping Basket: 11 CTE 12 Units 14 Total: \$431.85

Order Status

Customer Profile

Market Shopping List

Approved List of Products

Order Pending

Current Top Sellers

Promotions

New Lines

Quick Order Form

Reporting

MARKUP CALCULATOR

Prod. QTY Unit Price QTY QTY Units Delete Product

Prod. QTY	Unit Price	QTY	QTY Units	Delete Product
20	1			<input type="checkbox"/>
12	1			<input type="checkbox"/>
24	1			<input type="checkbox"/>
12	1			<input type="checkbox"/>
16	1			<input type="checkbox"/>
16	1			<input type="checkbox"/>
24	1			<input type="checkbox"/>
24	1			<input type="checkbox"/>
24	1			<input type="checkbox"/>
24	1			<input type="checkbox"/>
8	1			<input type="checkbox"/>
8	1			<input type="checkbox"/>

DELETE SHOPPING LIST RE-SEQUENCED LIST MOVE TO BASKET VIEW SAVED QUANTITIES PRINT

Delete a product from a Saved Shopping List:

- Select the Shopping List by clicking on the name.
- Select the product(s) you wish to delete by clicking on the box under the **DELETE PRODUCT** column.
- Click on **DELETE FROM SHOPPING LIST**.

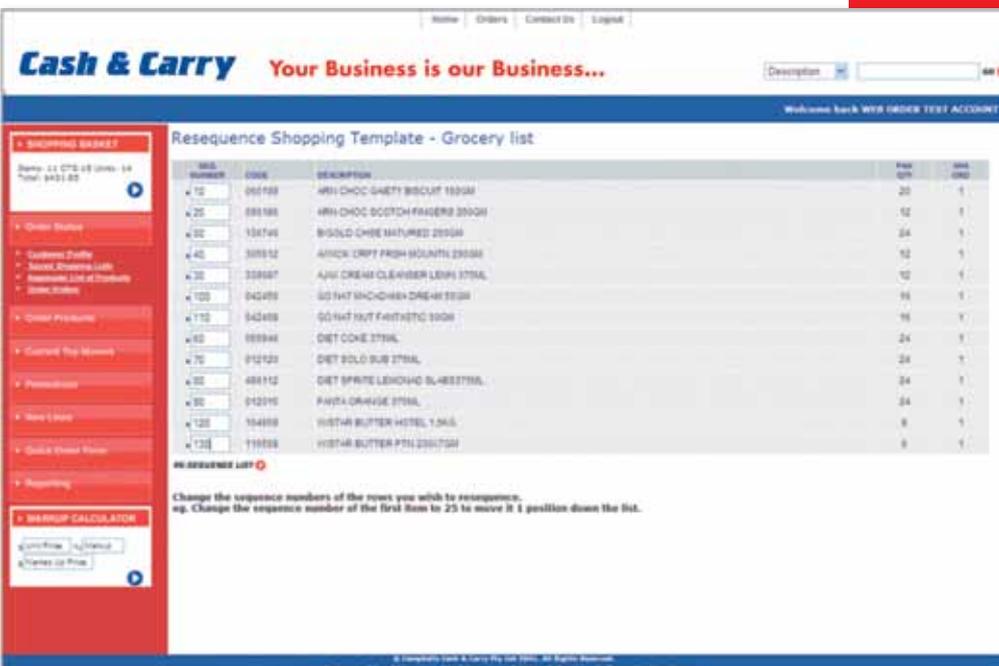
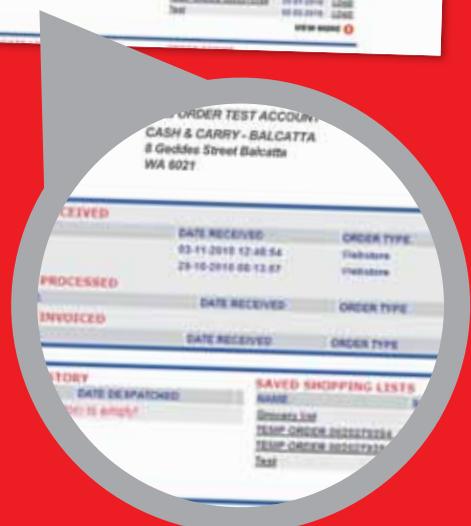


Re-sequencing a saved Shopping List:

Saved shopping lists can be re-sequenced into any desired order (e.g. to fit the layout of your store).

Select the Shopping List by clicking on the name.

- Click on **RE-SEQUENCE LIST**.
- Re-number the products in the order you wish for them to appear, then click on **RE-SEQUENCE LIST**.
- The Shopping List should now appear in the new sequence.



AGGREGATE LIST OF PRODUCTS



The Aggregate List of Products display all products purchased over the last 90 days. This list can also be used to create an order.

Promotions

- The promotion link will appear if your buying group has promotional batches loaded. In this example, you can see this customer only has redspot specials.
 - Click on the promotional batch to view products.
 - The standard price is in red and the promotional price appears in black.



SUBMITTING AN ORDER

- When you have finalised your selection, click on **SHOPPING BASKET** > **'VIEW'** to view your order.
- Click on **'PLACE ORDER'** to submit your shopping basket.



Credit Customers:

- Your order details will be displayed.
- Type in a reference
(Note: This is for your reference of the order only).
- Click on **'CONFIRM ORDER'** to finalise.
- The order is sent to the branch for processing and you will receive a 6 digit web order ID.



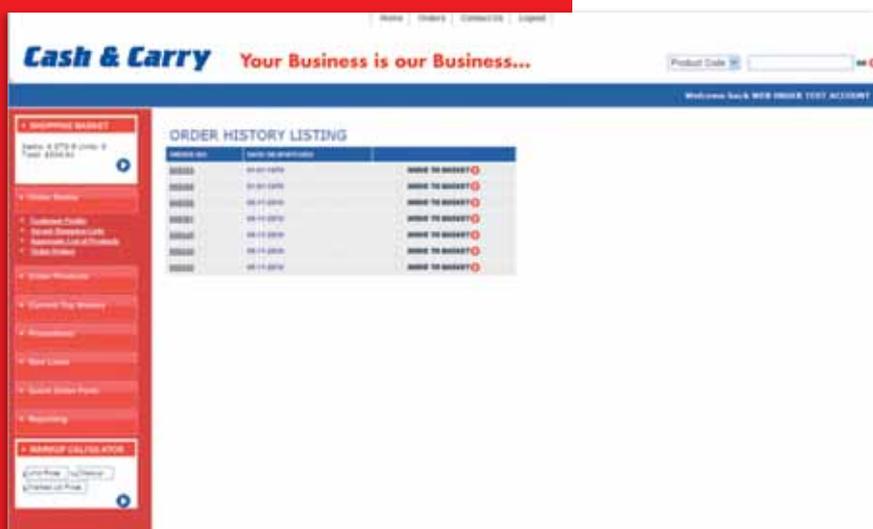
Cash Customers:

- Your order details will be displayed.
- Select how you would like to process the order:
 - Print Order Only
 - Assemble Order
 - Deliver Order
- Click on **'CONFIRM ORDER'** to finalise.
- The order is sent to the branch for processing and you will receive a 6 digit web order ID.



ORDER HISTORY

- By clicking on **ORDER HISTORY** you can view previous orders you have placed and the date of dispatch.
- You can place orders previously submitted by clicking on '**LOAD**' if you are in the **ORDER STATUS** page or '**MOVE TO BASKET**' if you are in the **ORDER HISTORY** page.



REPORTING



Please contact your local branch in regards to the following:

- Order requests and queries
- Delivery & return policy queries
- Payment organisation method
- Product availability
- Re-activating your account

WESTERN AUSTRALIA

PHONE

FACSIMILE

Balcatta

08 9344 7411

08 9344 3182

Bunbury

08 9780 1500

08 9780 1501

Canning Vale

08 9311 6222

08 9311 6221

Kewdale

08 9359 9400

08 9359 9401

Cash & Carry

**Please contact
Cash & Carry Online
Ordering Assistance
for all shopping
online queries**

Cash & Carry

02 9751 8295

Business Hours
Monday to Friday
8:00am – 4:30pm
(Sydney Times)

www.cashandcarrywa.com.au